

### **Doc 3: Instructions to Tenderers**

**Note:**

1. Payment details of the supplier must be clear stated e.g. to whom cheque should be addresses and if necessary.
2. Payment will be made after successful completion of the work endorsed and verified by the concerned Engineer.
3. In case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved.
4. The envelope should have the name, address and contact details of the addresses and the addressors.
5. The bidder shall specify validity in days, the submitted bid IDEA may under exceptional circumstances request for extension in bid validity which shall be for not more than the period equal to the period of the original bid validity.
6. Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project, will be blacklisted and debarred
7. Contract will be signed with the successful bidders and its terms and conditions will govern the executive of the contract.
8. In case a public holiday is announced by the Government (due to any reason) the tender will be opened the next working day at the same time and venue.
9. A pay order/ demand draft in favor of “IDEA” with a value of 5% of the Bid Security is required.
10. The Supplier must quote only one option for each item. Bids received with more than one options and rates may be rejected.
11. The bidder shall specify validity of quotation or bid in days, the submitted bid IDEA may under exceptional circumstances request for extension in bid validity.
12. Tender committee reserves the right to change the quantities or cancel/reject any or all offers by assigning cogent reason.
13. All charges, taxes, dues and contribution imposed by whatever authority in relation to this contract will be the sole responsibility of the Supplier. All applicable Government taxes at admissible rate shall be deducted at source by IDEA from Supplier and quadruplicate copy of the IT receipt shall be provided to the Supplier if required on written request.
14. Suppliers must not be engaged in any corrupt, fraudulent, collusive or coercive practices including but not limited to applying/ bidding by multiple names / companies. If any bidder is found to be involved in such practices his/her bid may be rejected and the companies in question permanently black listed

1. Closing date and time for submission of tenders

**11/10/2023 at 11.30AM**

2. Submission of tenders

**House # 02, Street # 01, Palosai Road Rahat Abad, Peshawar**

3. Schedule and work completion

All supplies and work will be required to complete within 60 days.

4. Language of offers

All tenders' documents shall be written in English language. Overwriting in the proposal is strictly prohibited.

5. Period of validity of offers

All bids must be valid for 60 days from the tender submission date.

6. Currency

Pakistani Rupee

7. Terms

The prices must be inclusive of all applicable taxes, loading unloading charges with transportation to mentioned location.

**IDEA reserves the right to change the required quantities or minor Specification accept or reject any or all tender forms without assigning any reason.**

Type of contract

Supplies & Services Contract

8. Content of tenders

- Technical Specification (experience)
- Financial Offer
- Signed Tenderers Declaration
- Company Certificate of Registration
- Completed 'Tenderers Relevant Experience Form'
- Script.

9. Opening of tenders

Tender will be opened at **House # 2, Street # 1 Rahatabad Peshawar, at October 11, 2023 at 02.30PM** in the presence of vendors or their representatives, who wish to witness the tender opening.

10. Sample Inspection

As per criteria the top three qualified bidder shall submit samples for inspection. The samples will be return on request of supplier after 15 days after successful completion of work.

11. Performance Guarantee

5% Bid security of the selected supplier/vendor/company will remain as a performance guarantee. This Guarantee amount will be released after the successful completion of the contract.

12. Evaluation of tenders

Lowest price will not be the sole criteria; good quality items & previous experience will also be considered.

13. Cancellation of the tender procedure

Tender evaluation committee reserves the right to change the quantities cancel/reject any or all offers without assigning any reason.

14. Appeals Process

Bidders reserve the right to make an appeal against the decision of the tender committee. The appeals should be in writing and for the attention of the Director Programm within 5 working days.

15. Data protection

IDEA guarantees that all procurement activities are fully and transparently documented for internal or donor audit purposes. IDEA guarantees confidentiality of the procurement process.

16. TOR for Vendor

- A complete firm information will be submitted to IDEA with the tender form.
- In case of calculation mistakes from the bidder in the submitted tender document, the unit price will be conserved.
- The envelopes should have the name, address and contact details of the addresses and the addressors.
- Suppliers who do not receive a written feedback within 1 weeks after expiry of the IFT deadline have not been successful, and well not be informed in writing or via email.
- Collusion between the firms is strictly prohibited. Any firm / group of firms found involved in creating a cartel or any other collusion arrangement against the interest of the project, will be blacklisted and debarred.
- All charges, taxes, dues and contribution imposed by whatever authority in relation to this contract will be the sole responsibility of the Supplier. All applicable Government taxes at admissible rate shall be deducted at source by IDEA from Supplier and quadruplicate copy of the IT receipt shall be provided to the Supplier if required on written request.